

OFFICIAL POLICY AND PROCEDURES

Federal law and regulations specify that official Agency policies, procedures and operating instructions must be issued in the Agency's official directives system. The SBA directives system consists of standard operating procedures (SOP's) for long term information, and numbered SBA Notices, Administrator's Memos and Executive Memorandum for short term or temporary information.

All directives are issued through the Administrative Services (205-6629) which provides assistance in developing and clearing the documents and maintains copies of all directives. Notices are distributed via e-mail, fax, or mail to the program offices and can be found on the SBA YES page. (<http://yes.sba.gov>)